
PAYROLL CS[®] DIRECT DEPOSIT

Guide to Handling Impounding

version 2009.x.x

CS PROFESSIONAL SUITE[®]
ACCOUNTING
PRODUCTS



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Payroll CS Impound Feature

The Impound feature in Payroll CS enables you to create ACH files for funds to be collected from your clients to cover payroll and vendor checks that you pay from a centralized impound account. In addition, it provides a bank reconciliation feature with which to reconcile the impound account.

To use the Payroll CS Impound feature you first need:

- A license for both Payroll CS and the Direct Deposit module.
- An Impounding license, which you can request from your CS Professional Suite sales representative. There is no charge for this license, but it is sent only if you request it.
- Transmission software to transmit funding files to the appropriate bank. If you are currently transmitting direct deposit files through InterceptEFT*, you connect to InterceptEFT through a web browser that opens within CSA and transmits the files automatically.

***Disclaimer:** InterceptEFT™ is an unaffiliated third party that some of our customers have engaged to provide direct deposit, tax payments, ACH processing, or credit card merchant services.

Global setup steps for impounding

There are a number of steps, at both the global level and the client level, that you must take to set up the information for the impounding feature in Payroll CS. Prior to setting up your firm's impound checkbook information, you need to set up bank information by choosing Utilities / Direct Deposit and opening the Maintain Electronic Transaction Files dialog. These steps can be performed with no client open in CSA.

Setting up bank information

1. Choose Utilities / Direct Deposit.
2. In the Maintain Electronic Transactions dialog, choose Setup / Bank Information.
3. Enter the description, bank name, and routing number for each bank you wish to add.

Description	Bank Name	RTN
Citizens Bank	Citizens Bank	2724-80128
First National Bank	First National Bank	0720-00915
Michigan National	Michigan National	0720-08056

Buttons: Add, Edit, Delete, Enter, Cancel

Description: Citizens Bank

Bank name: Citizens Bank

RTN: 2724-80128

Drop Down Display:
 Bank Name
 RTN

Buttons: View bank detail, Done

Setting up processor information

While still in the Maintain Electronic Transaction Files dialog, you can set up your processor information.

1. Choose Setup / Processor Information.

Processor name:

Processor tax identifier:

Buttons: OK, Cancel

2. Enter the processor name and ID and then click OK.

Note: This processor information is used in the credit transaction (impound checkbook) for the funded amount in Direct Deposit.

Setting up the impound checkbook(s)

When all necessary bank information has been entered, it's time to set up your firm's impound checkbook(s). You may need only a single impound checkbook, but you have the option to set up multiple checkbooks; for example, one for payroll impounding and one for tax impounding.

1. Choose Setup / System Configuration / Impound Checkbook.

Description	Bank Name	Checkbook Type	Inactive
Impound Checkbook 1	Bank of America	Both Payroll and Vendor	
Impound Checkbook 2	Citibank	Both Payroll and Vendor	

General | MICR | Direct Deposit | Bank Reconciliation

Description:
 Checkbook type:

Bank name:
 Routing number:

Address line 1:
 Account number:

Address line 2:
 G/L account #:

Address line 3:
 Next check #:

Inactive
 Beginning balance

2. In the Impound Checkbook dialog, fill in the appropriate fields in the General tab.

Notes

- The Beginning balance field represents the balance for this bank account. The GL account is the account number used in journal entries for adjustments during the impound bank reconciliation.
 - Impound checkbooks cannot be deleted once they have been created. If a checkbook is not being used and you want to exclude it from checkbook selection dialogs and reports, you can mark the **Inactive** checkbox at the bottom of the dialog.
3. If applicable, click the MICR tab and specify MICR numbers for the impound checkbook.

Note: More detailed information about assigning MICR specification numbers is available in the program's help system. Search on **Impound checkbook** from the index of the CSA help browser. In the topic that displays, click the **MICR tab** link.

4. Click the Direct Deposit tab and select the withdrawal bank, account type, and status from the drop-down lists. The banks available for selection are those you previously entered in the Bank Information dialog.
5. Click the Bank Reconciliation tab and enter the reference number to use in GL Transaction export files during impound bank reconciliation.
6. Click OK to save your information and close the Impound Checkbook dialog.

Client-level setup steps for impounding

Follow these steps for each client for whom you will be using the Impound feature.

Enabling the impound checkbook

With the client open, do the following.

1. Choose File / Client Properties.
2. In the Client Properties dialog, click the Calculating Payroll tab and then mark the **Enable impound checkbook** checkbox.

The screenshot shows the 'Properties' dialog box with the 'Calculating Payroll' tab selected. The 'Enable impound checkbook' checkbox is checked. Other visible options include 'Enable piecework payroll' (unchecked), 'Automatically adjust withholdings' (unchecked), 'Prompt for correction' (selected), and 'Carry negative amount to next check' (unchecked). The 'Default frequency' is set to 'Bi-Weekly'. The 'Client minimum wage' and 'Client alternate minimum wage' are both set to 0.00. The 'Retirement plan information' section includes 'Top heavy limit' (0.00), 'Non-top heavy limit' (0.00), and a 'Deduction' dropdown menu. The 'Whole dollar rounding' section has checkboxes for 'Federal W/H', 'SDI', 'Local W/H', 'State W/H', and 'SUI'. The 'Client Invoice' section has a 'Check Printing fee' dropdown menu and a checkbox for 'System-posted check fees are non taxable'. The 'Checkpoint' logo is visible in the bottom left corner, and 'OK' and 'Cancel' buttons are in the bottom right corner.

3. If applicable, click the Direct Deposit tab and enter the information for the withdrawal account for payroll and vendor checks. The information you enter here applies to the account to be debited.
4. Click OK to save your information and close the Client Properties dialog.

Note: If the client is posting to the GL, you must also enter an impound reference. Click the Payroll tab of the Client Properties dialog, click the Payroll Journal Entry button, and then enter the reference.

Assigning the impound checkbook to a client

1. Choose Setup / Checkbook.
2. Highlight (or add) the checkbook you want to assign as the impound checkbook this client will use.
3. If you are adding a new checkbook, enter a description for it.
4. Mark the **Impound checkbook** checkbox and select the impound checkbook this client will use.

Description	Bank Name	Checkbook Type
Primary Account	First National Bank	Both Payroll and Vendor

General | Check Layout Information | MICR | Direct Deposit

Impound checkbook: Impound Checkbook 1

Description: Impound Checkbook Checkbook type: Both Payroll and Vendor

Bank name: Bank of America Routing number:

Address line 1: Account number:

Address line 2: Holding account #: 108

Address line 3: Next check #: 1001

Inactive

Notes

- Marking the Impound checkbox disables most of the fields in this dialog because, as the impound checkbox, information for the checkbook can no longer be modified at the client level. The GL account # field becomes the Holding account # field.
 - The Inactive checkbox only displays when the currently selected checkbook is associated with an impound checkbook. If the Impound checkbox has been marked Inactive in the Setup / System Configuration / Impound Checkbook dialog, it will display as marked in this dialog.
-
5. Enter the appropriate GL number in the **Holding account #** field. The holding account will credit net pay with checks written from this checkbook and then debit the funding value when the EPS file is created.
 6. Click the Check Layout Information tab and enter or modify check layout information as needed.
 7. Click Enter to save your information and then Done to close the Checkbook dialog.

Adding direct deposit information to the withdrawal checkbook

1. Choose Setup / Checkbook.
2. Highlight the checkbook that will be used to fund the impound transactions and click the Edit button.
3. Click the Direct Deposit tab and select the appropriate bank information.
4. Click Enter and then Done to save your changes and close the Checkbook dialog.

Setting up information in the Impound Funding dialog

1. Choose Utilities / Impound Funding.

Note: If there is more than one active impound checkbook, the Impound Checkbook Selection dialog will display so you can choose which impound checkbook you want to use. If this is the case, select the checkbook and then click OK to open the Impound Funding dialog.

Description	Amount	Fund Created	Method	Reason

2. In the Impound Funding dialog, select the appropriate withdrawal checkbook from the drop-down list.

Note: The withdrawal checkbook is the checkbook to be debited for fund transactions while the impound checkbook is credited.

3. Choose Setup / Direct Deposit.

4. Enter the appropriate direct deposit information to be used for the funding ACH files and then click OK.

Note: Information in this dialog is client-specific, not specific to the currently selected impound checkbook.

5. Click the Done button to save your information and close the Impound Funding dialog.
-

Notes

- If you want to have the program automatically create EPS files for this client for fund transactions created through check printing, via the Fund Unprinted Checks options in the check entry dialogs, or during vendor check consolidation, mark the Auto create EPS file checkbox. This does not affect manual transactions, or voided, deleted, or modified checks. For these you still need to return to the Impound Funding dialog, select the transactions by marking their checkboxes, and click the Create EPS File button.
 - The Auto create EPS file checkbox is a client-specific option, not checkbook-specific.
 - If you are transmitting your files via InterceptEFT[®], please refer to the Working with InterceptEFT chapter of the Payroll CS Guide to Handling Direct Deposit for setup information. Search on Payroll CS Guide to Handling Direct Deposit from the index of the CSA help browser.
-

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Payroll and vendor check processing with impound

You have three methods by which to create a funding file.

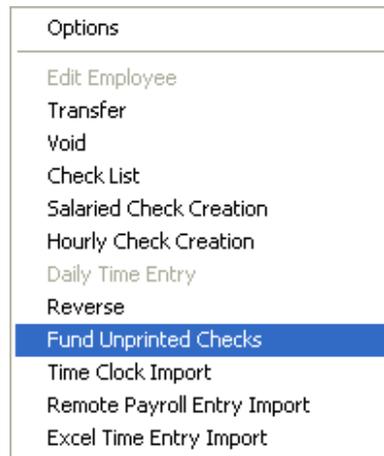
- **Pre-funding.** The amount necessary to cover the written checks is determined and the money withdrawn from the client account and deposited in the global impound account prior to the checks being printed.
- **Post-funding.** The amount necessary to cover the transactions is withdrawn subsequently to or simultaneously with the distribution of checks.
- **Manual entry.** Fund transactions are recorded in the Add Fund Transaction dialog.

You can use any option for a payment depending on the time frame available as well as fee or funding reliability of individual clients.

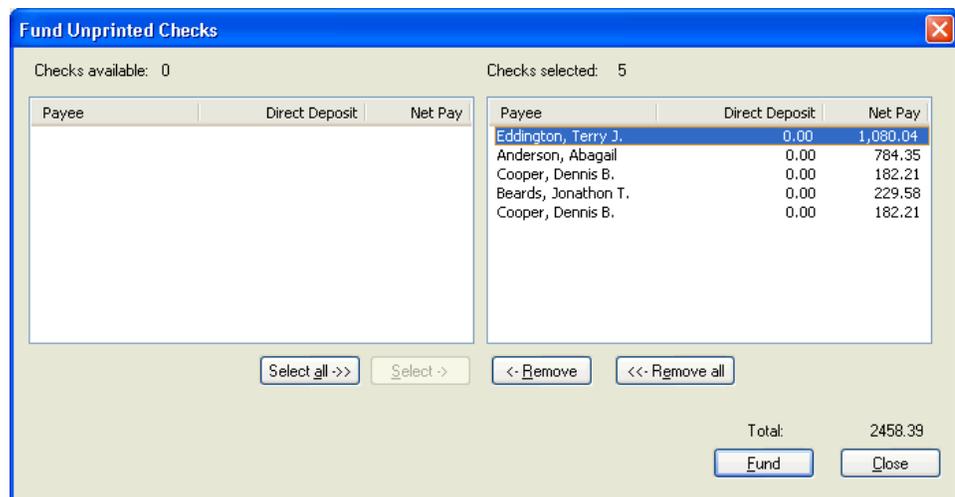
Pre-funding checks for impound

To use the pre-funding method, follow these steps.

1. Choose Tasks / Payroll Check Entry or Tasks / Vendor Check Entry and process your payroll and/or vendor checks as usual. Do not print the checks.
2. Choose Fund Unprinted Checks from the Edit menu or the F3 or right-click context menu.

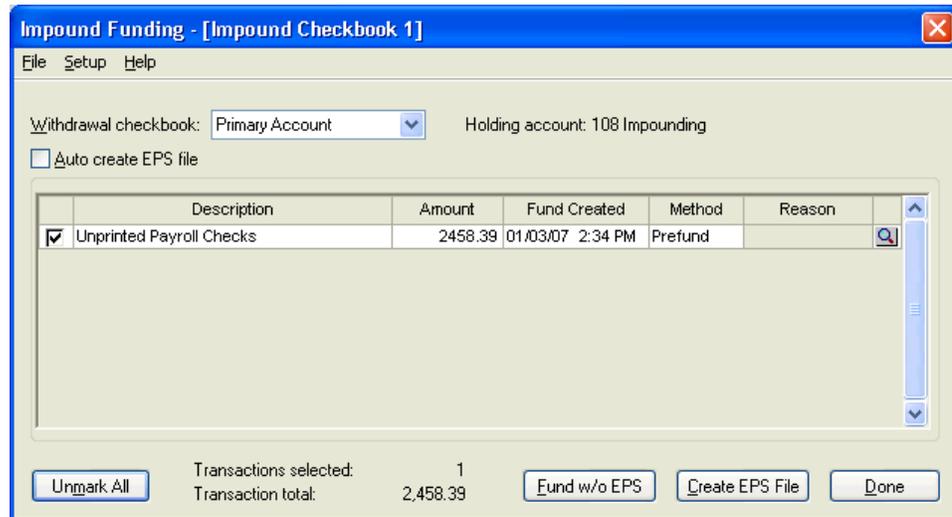


3. In the Fund Unprinted Checks dialog, select the checks you want to fund by moving them from the Checks available pane to the Checks selected pane.



4. Click the Fund button. A fund transaction is created in the Impound Funding dialog for the amount listed.
5. Click Close to return to the Check Entry window.
6. Close the Check Entry window.
7. Choose Utilities / Impound Funding.

8. In the Impound Checkbook Selection dialog, highlight the checkbook you want to use for funding the transactions and then click OK. Only transactions associated with the selected impound checkbook will display in the Impound Funding dialog.
9. In the Impound Funding dialog, select the transactions you want to include in the EPS file by marking their checkboxes.



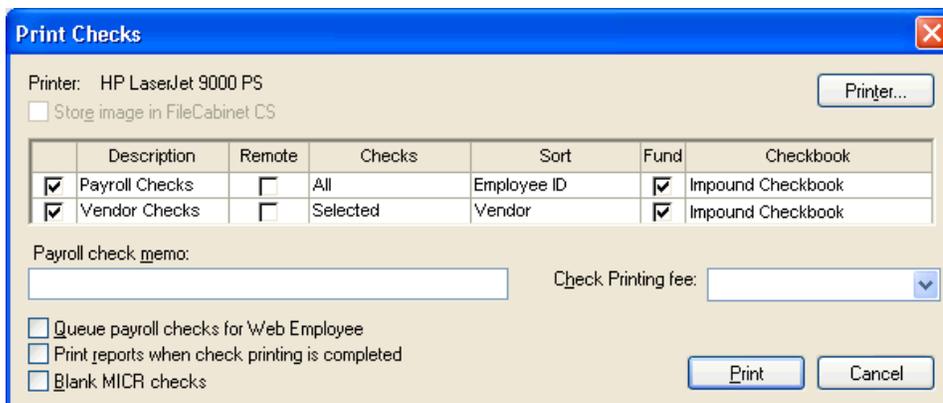
Note: Payroll transactions are summed together in the Funding grid. Click the Details  button to view individual transactions. Vendor transactions are listed individually in the Funding grid.

10. Click the Create EPS File button. When the information dialog displays the Funding file created successfully message, click OK.
11. Click Done to close the Impound Funding dialog.
12. Choose Utilities / Direct Deposit.
13. In the Maintain Electronic Transaction Files dialog, create your ACH files as usual.
14. Transmit the ACH file as usual.
15. Choose File / Print Checks and print the checks.
16. Run your payroll reports as usual.

Post-funding checks for impound

To use the post-funding method, follow these steps.

1. Choose Tasks / Payroll Check Entry or Tasks / Vendor Check Entry and process your payroll and/or vendor checks as usual.
2. Choose File / Print Checks.
3. In the Print Checks dialog, be sure to select the impound checkbook in the Checkbook column to activate the Fund checkboxes.
4. Mark the Fund checkbox(es) for your payroll and/or vendor checks.



Printer: HP LaserJet 9000 PS Printer...

Store image in FileCabinet CS

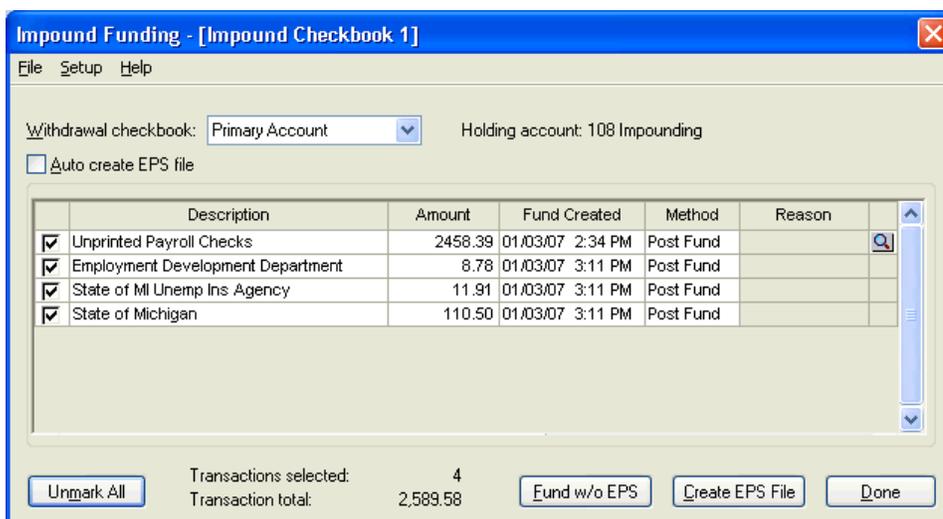
	Description	Remote	Checks	Sort	Fund	Checkbook
<input checked="" type="checkbox"/>	Payroll Checks	<input type="checkbox"/>	All	Employee ID	<input checked="" type="checkbox"/>	Impound Checkbook
<input checked="" type="checkbox"/>	Vendor Checks	<input type="checkbox"/>	Selected	Vendor	<input checked="" type="checkbox"/>	Impound Checkbook

Payroll check memo: Check Printing fee:

Queue payroll checks for Web Employee
 Print reports when check printing is completed
 Blank MICR checks

Print Cancel

5. Click the Print button and print your checks as usual.
6. Run your payroll reports as usual.
7. Choose Utilities / Impound Funding.
8. In the Impound Funding dialog, select the transactions you want to include in the EPS file by marking their checkboxes.



Impound Funding - [Impound Checkbook 1]

File Setup Help

Withdrawal checkbook: Primary Account Holding account: 108 Impounding

Auto create EPS file

	Description	Amount	Fund Created	Method	Reason	
<input checked="" type="checkbox"/>	Unprinted Payroll Checks	2458.39	01/03/07 2:34 PM	Post Fund		
<input checked="" type="checkbox"/>	Employment Development Department	8.78	01/03/07 3:11 PM	Post Fund		
<input checked="" type="checkbox"/>	State of MI Unemp Ins Agency	11.91	01/03/07 3:11 PM	Post Fund		
<input checked="" type="checkbox"/>	State of Michigan	110.50	01/03/07 3:11 PM	Post Fund		

Unmark All
Transactions selected: 4
Transaction total: 2,589.58
Fund w/o EPS
Create EPS File
Done

Note: Payroll transactions are summed together in the Funding grid. Click the Details  button to view individual transactions. Vendor transactions are listed individually in the Funding grid.

9. Click the Create EPS File button to send funds to the Impound Bank Reconciliation and to create an EPS file. When the information dialog displays the Funding file created successfully message, click OK.

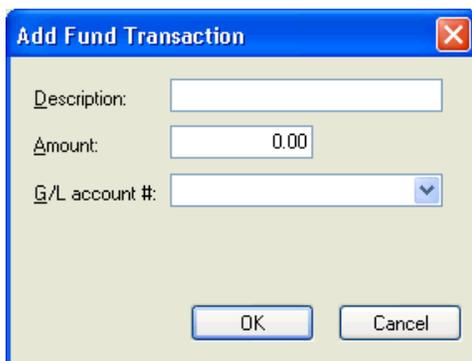
Note: The Fund w/o EPS button allows you to send funds that are not direct deposit funds (such as wire transfers) to the Impound Bank Reconciliation. The transaction will show up the Bank Reconciliation and in impound reports, but no EPS electronic file is created.

10. Click Done to close the Impound Funding dialog.
11. Choose Utilities / Direct Deposit.

12. In the Maintain Electronic Transaction Files dialog, create your ACH files as usual.
13. Transmit the ACH file as usual.

Creating manual entries for impound

1. Choose Utilities / Impound Funding.
2. In the Impound Checkbook Selection dialog, highlight the impound checkbook that you want to use and then click OK.
3. In the Impound Funding dialog, choose File / Add Fund Transaction.



4. In the Add Fund Transaction dialog, enter the description, amount, and (if you're creating journal entries) the GL account number and click OK. The transaction will display as **Manual** in the Method column of the Impound Funding dialog.
5. In the Impound Funding grid, mark the checkboxes for the transactions to include in the EPS file.
6. Click the Create EPS File button. When the information dialog displays the Funding file created successfully message, click OK.
7. Click Done to close the Impound Funding dialog.
8. Choose Utilities / Direct Deposit.
9. In the Maintain Electronic Transaction Files dialog, create your ACH files as usual.
10. Transmit the ACH file as usual.

Note: Choosing File / Delete Selected Transactions allows you to delete funding transactions prior to creating an EPS file. Choosing File / Maintain Processed Transactions allows you to view the transactions from which you've created an EPS file.

Running impound reports

Impound Client Balance Report. This report displays the activity for each client and the total balance they have in their impound checkbook from the last time the account was in balance. To view this report, choose Utilities / Impound Reports / Impound Client Balance Report from the main CSA window. You have the option to run the report for the current client or all clients.

Impound Vendor Prefund Report. The Impound Vendor Prefund Report lists all prefunds for a vendor and the associated check. When printing this report, you have various sort order and data range options to choose from Use this report to verify that vendor checks were fully funded. To view this report choose Utilities / Impound Reports / Impound Vendor Prefund Report.

Processing impound bank reconciliation

When you are performing an impound bank reconciliation, no client needs to be open because the impound checkbooks are global. The following section explains the Impound Bank Reconciliation dialog and the commands available from the F3 or right-click context menu.

Note: Before the Impound Bank Reconciliation dialog opens, you must select the impound checkbook that you want to reconcile from the Impound Checkbook Selection dialog. All menu options and commands in the Impound Bank Reconciliation dialog are checkbook-specific and will apply **only** to the impound checkbook you select in this dialog.

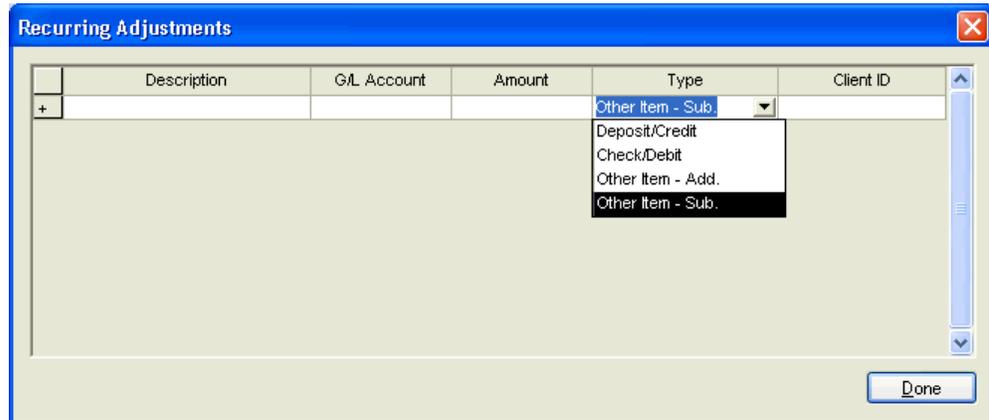
Setting up information required for impound bank reconciliation

Payroll CS monitors and tracks all payroll and vendor checks and fund transactions entered into the impound checkbooks in order to process impound bank reconciliations quickly and efficiently.

1. Choose Setup / System Configuration / Impound Checkbook.
2. In the General tab of the Impound Checkbook dialog, enter the appropriate GL account #.
3. Click the Bank Reconciliation tab. The information on this tab determines the reference that will be used in the GL Transaction Export file when you create adjusting transactions during impound bank reconciliation.
4. Click Done to close the Impound Checkbook dialog.

Setting up recurring adjustments

The Recurring Adjustments dialog appears automatically the first time you begin a bank reconciliation for an impound checkbook and also whenever you advance to the next statement. The Recurring Adjustments dialog provides an easy way to create entries in impound bank reconciliation for items that appear regularly on the bank statement. The Recurring Adjustments dialog is specifically for items that are not recorded until after the bank statement has been received.



Important! Unless you have marked the Use enter key to move through fields checkbox in the Setup / User Preferences dialog, use the TAB key to move from field to field. The ENTER key will write the records to the impound bank reconciliation.

The types of recurring adjustments are as follows.

- **Deposit/Credit.** This type of item will appear on the Deposits and Other Credits tab in the Impound Bank Reconciliation dialog.
- **Check/Debit.** This type of item will appear on the Checks and Other Debits tab in the Impound Bank Reconciliation dialog.
- **Other Item – Add.** This type of item will appear on the Other Bank Items tab in the Impound Bank Reconciliation dialog as an addition to the checkbook and will be presumed to be cleared.
- **Other Item – Sub.** This type of item will appear on the Other Bank Items tab in the Impound Bank Reconciliation dialog as a subtraction from the checkbook and will be presumed to be cleared.

When you close the Recurring Adjustments dialog, the Impound Bank Reconciliation dialog opens automatically to the Summary tab.

Understanding the Summary tab

The Summary tab is divided into three sections. The Statement Summary box contains information as it appears on the bank statement being reconciled. The Bank Summary and Book Summary group boxes provide summaries of your reconciliation. When you advance to the next period, the program automatically updates this summary information.

The screenshot shows the 'Impound Bank Reconciliation [Impound Checkbook 2]' window with the 'Summary' tab selected. The window is divided into three main sections:

- Statement Summary:** Includes fields for 'Statement beginning date', 'Statement ending date', 'Beginning balance' (0.00), 'Deposits & other credits' (+ 0.00), 'Checks & other debits' (- 0.00), 'Other bank items' (+/- 0.00), and 'Ending balance' (0.00). Each value field has a small 'X' icon to its right.
- Bank Summary:** Includes 'Ending bank balance' (0.00), 'Open deposits & credits' (+ 0.00), 'Open checks & debits' (- 0.00), 'Bank errors' (+/- 0.00), and 'Bank balance reconciled' (0.00).
- Book Summary:** Includes 'Unadjusted impound balance' (0.00), 'Adjustments' (+/- 0.00), 'Adjusted impound balance' (0.00), and 'Unreconciled amount' (0.00).

At the bottom of the window, there are navigation buttons: '<< Back', 'Next >>', 'Advance to Next Statement', 'Export G/L Trans', and 'Done'. A 'Did you know...' icon is also present.

Recording bank statement summary information

Enter information from your bank statement into the following sections of the Summary tab. Note that the total for each section of the bank statement is entered separately so that if you are out of balance, you can more easily identify the cause.

Important! Most bank statements are arranged in sections of debits and credits. The Other bank items section should be used only when your bank statement has something other than debit and credit sections.

The right side of the Summary tab tracks the progress of your reconciliation from the starting point of the bank balance and book balance. When the amounts in the two sections on the right side of the Summary tab are equal, the impound account is in balance. The **Unreconciled amount** field shows the difference in these two amounts.

Statement Summary

Information in the Statement Summary group box represents information from the actual bank statement. When the cleared items in the impound bank reconciliation match the cleared items from the bank statement, an **X** appears to the right of each field.

Make sure the ending balance in this section matches the ending balance on the bank statement.

Bank Summary

Information in the Bank Summary group box starts with the ending balance calculated from the totals you entered from the bank statement, adds in any deposits that have not cleared the bank yet, subtracts any checks that have not cleared the bank, and accounts for any indicated bank errors.

- **Ending bank balance.** This field pulls from the Ending Balance in the Statement Summary section.
- **Open deposits & credits** and **Open checks & debits.** These fields pull directly from the total of all open (uncleared) items on the Deposits and Other Credits tab and the Checks and Other Debits tab in the Impound Bank Reconciliation dialog.
- **Bank errors.** This figure corresponds to any adjustments coded as bank errors on the Deposits and Other Credits and the Checks and Other Debits tabs.
- **Bank balance reconciled.** This figure equals the totals from the above amounts under Bank Summary. This amount **must** equal the Adjusted impound balance in order to reconcile.

Book Summary

Information in the Book Summary group box starts with the balance for the impound checkbook and accounts for any adjustments you have made in the course of the bank reconciliation.

- **Unadjusted impound balance.** This amount equals the amount the program has in the impound checkbook. It is the beginning balance of the impound checkbook as entered on the General tab plus the program-calculated total based on processed checks and fund transactions.
- **Adjustments.** This amount represents the total of adjustments made to the impound checkbook from the reconciliation, including amounts for service charges and other items that pull from the Other Bank Items tab.
- **Adjusted impound balance.** This field displays the total of the unadjusted GL balance plus any adjustments made in the bank reconciliation, thus giving you a new amount for your impound account after all bank reconciliation adjustments have been posted.
- **Unreconciled amount.** This field displays the difference between the Bank Balance Reconciled amount and the Adjusted Impound Balance amount. This must be 0.00 in order to be in balance and to advance to the next statement.

Recording non-recurring adjustments

Non-recurring adjustments are one-time adjustments that would not be recorded in normal processing. To record non-recurring adjustments, choose Non-Recurring Adjustments from the F3 or right-click context menu when the Impound Bank Reconciliation dialog is open.

	Description	G/L Account	Amount	Type	Client ID
+					

Adjustments made in this dialog would appear on the Deposits and Other Credits tab, the Checks and Other Debits tab, or the Other Bank Items tab of the Impound Bank Reconciliation dialog. Each time you advance to the next statement, the bank reconciliation removes all non-recurring adjustments from the Non-recurring Adjustments dialog.

Recording initial open or additional items

The Initial Open/Additional Items command allows you to record items that are part of the beginning balance but are not yet in CSA and haven't cleared in the bank statement since the last reconciliation.

Ref/Chk #	Date	Amount	Type	Description	Client ID
		0.00			

Check/Debit
 Deposit/Credit

Reference/Check#: Date: Amount: Description: Client ID:

Totals
 Check/Debit: 0.00 Deposit/Credit: 0.00

Using commands from the F3 or right-click menu

You can choose a number of commands available from the Impound Bank Reconciliation dialog by using the F3 or right-click context menu. Some commands apply only to a specific tab within the Impound Bank Reconciliation dialog and all commands apply only to the impound checkbook you selected for the reconciliation.

- **Bank Statement Import.** This command, which we will discuss in more detail in a later section, enables you to import an electronic copy of the bank statement in order to more easily and quickly complete the bank reconciliation.
- **Clear.** This command clears the selected item.
- **Clear All.** This command clears all of the items on the selected tab.
- **Unclear.** This command unclears the selected item.
- **Unclear All.** This command unclears all of the items on the selected tab.
- **Clear Ranges of Checks.** This command opens the Clear Ranges of Checks dialog which enables you to clear a range or a number of ranges of checks rather than clearing them individually.
- **Rapid Clear: Deposits and Credits / Checks and Debits.** This command opens the appropriate Rapid Clear dialog, used for head-down entry of deposits and credits or checks and debits from the bank statement. As you enter amounts, the program will look for exact matches, and if one is found, it will be marked as cleared. Any mismatched items will appear on the dialog that follows where they can be applied to an uncleared item.
- **Adjustment Distributions.** This command opens the Adjustment Distributions dialog in which you can enter multiple GL accounts for a single adjustment on the Deposit and Other Credits tab and the Checks and Other Debits tab.
- **Initial Open/Additional Items.** This command opens the Initial Open/Additional Items dialog, which you can use to include in the reconciliation checks and deposits that have not been recorded using CSA but are included in the beginning balance in the impound checkbook.
- **Non-recurring Adjustments.** This command allows you to enter one-time adjustments that would not be recorded in normal processing. Each time you advance to the next statement, the program clears the Non-recurring Adjustments dialog.
- **Recurring Adjustments.** This command allows you to enter adjustments that occur on every bank statement that would not be recorded in normal processing.
- **View Worksheets.** This command allows you to view and print any bank reconciliation worksheet.

Using the Deposits and Other Credits tab

Click the Deposits and Other Credits tab. This tab is used to clear deposit/credit items and to make adjustments to them when necessary. As you create EPS files from the Impound Funding dialog, those records appear on this tab, as do credit and/or deposit items from the Non-recurring Adjustments dialog, the Recurring Adjustments dialog, or the Initial Open/Additional Items dialog. The sum of the cleared amounts on this tab are matched against the Deposits and Other Credits field on the Summary tab for balancing.

Clr	Amount	Date	Clear for	Adjustment	G/L Acct	Description	Client ID
Totals							
Deposits & other credits:			0.00	Unreconciled amount:		0.00	

<< Back Next >> Did you know... Done

Total Selected: 0.00

Clearing entries

There are several ways to clear bank items. Please note that the use of one method does not preclude the use of another.

- **Interactive method.** This involves directly clearing each item by clicking the **Clr** checkbox next to the item. Variations on this method include choosing **Clear All** from the F3 or right-click context menu and then unmarking any items that have not cleared. You can also highlight a range of items and choose **Clear** from the F3 or right-click context menu.
- **Rapid Clear.** The Rapid Clear command, available from the F3 or right-click menu, allows for heads-down entry of each item from the bank statement.
- **Clear Range of Checks.** The Clear Range of Checks command, available from the F3 or right-click menu when the Checks and Other Debits tab is open, allows you to enter a range of check numbers or a number of ranges to be cleared.

Using the Checks and Other Debits tab

The Checks and Other Debits tab shows all payroll and vendor checks entered using the impound checkbook as well as any checks or other debits added during this bank reconciliation in the Recurring Adjustments dialog, the Non-recurring Adjustments dialog, or in the Initial Open/Additional Items dialog.

Clr	Chk #	Amount	Clr Chk#	Clear for	Adjustment	G/L Acct	Description	Client ID
Totals								
Checks & other debits:			0.00	Unreconciled amount:		0.00		

<< Back Negt >> Did you know... Done

Total Selected: 0.00

Note checks that have cleared the bank by marking the appropriate checkboxes. If the bank clears the check for an amount that is different than the amount you have in the Check Entry window, enter the amount in the **Clear for** field and then choose a GL account number to which to post the change. You can also select Bank Error as an option and the program will not write this entry to GL export. It will then be available to clear when you advance to the next statement.

Printing reports

View Worksheets. This report allows you to view your current and prior impound bank reconciliation worksheets for the currently selected impound checkbook. To view this report, choose View Worksheets from the F3 or right-click context menu.

Creating the GL export file

When the impound bank account is reconciled, you can export the GL transactions. Click the **Export GL Trans** button to create an export file to be imported into a specified client. This export file includes any adjustment to the impound bank reconciliation.

When you click the Export GL Trans button, the export file is created in the CSASYSIMPOUND folder and is named **Trans.IMPOUND.MMYI[impound checkbook description].xml**, where *MMYY* is the month and the year of the Impound bank reconciliation and the impound checkbook description is specific to the impound checkbook you are reconciling.

The Export GL Transactions Preview dialog automatically displays an HTML preview of the file. You can then print the file by clicking the Print button.

Completing the reconciliation and advancing to the next statement

Advancing to the next statement removes all cleared entries from the Impound Bank Reconciliation dialog and allows you to update the statement information for the next bank statement.

Important!

- Before advancing to the next statement, be certain you have properly completed the current bank reconciliation, printed the Impound Bank Reconciliation Worksheet, and exported GL transactions (if necessary). When you advance to the next statement, all cleared items are permanently removed from the dialog.
- When you advance to the next statement, the program automatically purges Impound Bank Reconciliation Worksheets with statement dates two years prior to the current statement end date (along with the impound transactions cleared on them).

To advance to the next statement, follow these steps.

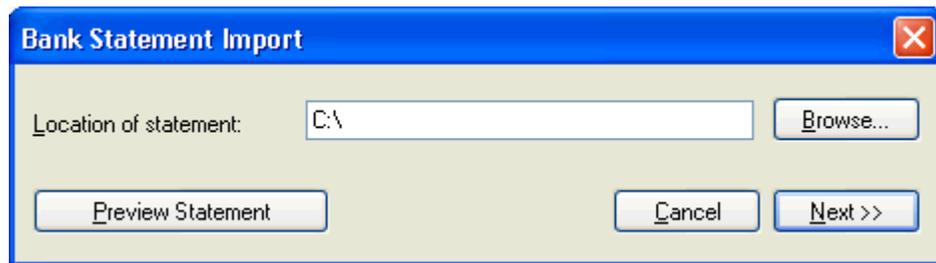
1. In the Impound Bank Reconciliation dialog, click the Advance to Next Statement button.
2. At the warning prompt, click Yes to confirm you understand the message, which restates the Important note above.
3. In the Recurring Adjustments dialog, make any necessary edits or adjustments for the next statement.
4. Click Done.

The program automatically updates the new statement beginning and end dates, but you may edit these if necessary. The previous statement's ending balance becomes the beginning balance for the new statement and the Adjusted impound balance becomes the Unadjusted impound balance for the new statement.

Importing bank statement information

The Import Bank Statement command allows you to import an electronic copy of a bank statement into the Impound Bank Reconciliation dialog in order to more quickly and easily complete your reconciliation. You will need to perform the import for each individual impound checkbook.

To open the Bank Statement Import dialog, choose Bank Statement Import from the F3 or right-click context menu.



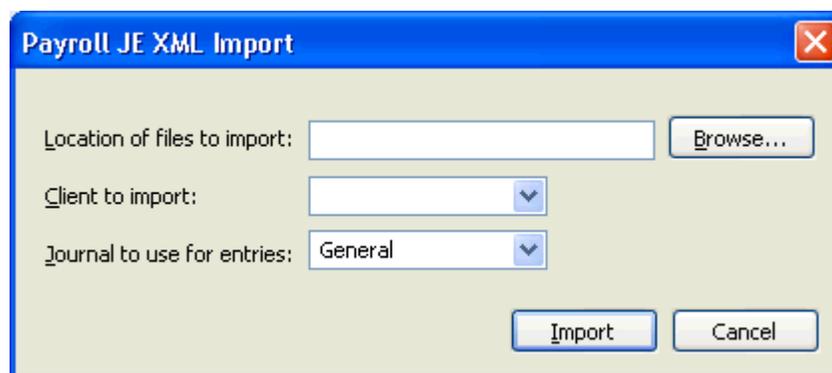
Use the Bank Statement Import dialog to import a bank statement, view and print the statement, and more easily clear transactions, identify and adjust data entry errors, and create adjustments to successfully reconcile your impound account.

Most banks have several file formats available for download. CSA currently supports **.XML**, **.OFX**, **.QIF**, and **.OFC** formats. The **.QIF** format is most commonly used by Quicken® and QuickBooks®, and **.OFX** and **.OFC** formats are used by Microsoft® Money.

Importing bank reconciliation information into a GL client

Follow these steps to import the GL transactions from the impound bank reconciliation export file into a GL client. You need to complete these steps for **each** active impound checkbook.

1. Open the client into which you are importing the transactions.
2. Choose Utilities / Import / Payroll JE XML Import.



3. In the Import dialog, browse to the CSASys\Impound directory.
4. Select **IMPOUNDMMYYCHECKBOOK** (where **MMYY** is the statement end date and **CHECKBOOK** is the impound checkbook name) in the Client to import field.
5. If you are using more than one journal, select the journal you wish to use for the import from the Journal to use for entries field. If you are using only one journal, this field defaults to the General journal.
6. Click the Import button to import the transactions and close the Import dialog.

Impound setup at a glance

